

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: MECHANIC ASSISTANT, MECHANIC I / II
CLASS CODE: ASSISTANT - 7013 I - 7033 II - 7031

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 1/9/2012 (REVISED 10/17/2006 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Performs semi-skilled and skilled work relating to the maintenance of County Motor Pool vehicles, equipment, and facilities.

CLASS CHARACTERISTICS

Mechanic Assistant: under close to general supervision of the Motor Pool Shop Supervisor, performs automotive maintenance work and supports and assists in mechanical repair activities.

Mechanic I: performs automotive mechanical repair activities under general supervision of the Motor Pool Shop Supervisor.

Mechanic II: this is the journey classification level of the series. Incumbents in this classification perform automotive mechanical work on a variety of gasoline and diesel powered vehicles, equipment, and related systems under general supervision of the Motor Pool Shop Supervisor.

ESSENTIAL DUTIES

Mechanic Assistant:

Operates motorized and light equipment including pickup trucks, fork lifts, and various hand and power tools.

Changes the oil and filters in County vehicles.

Cleans the facilities and performs routine maintenance to automotive repair equipment.

Assists in making mechanical repairs to drive trains, steering, tires, suspension, and brake systems of County-owned vehicles and equipment.

Assists in sandblasting and painting.

Picks up vehicle parts from vendors.

Delivers and picks up vehicles for service.

Mechanic I (in addition to the duties described above):

Performs repairs and preventive maintenance service on all County-owned vehicles and equipment.

Repairs drive trains, steering, tires, suspension, and brake systems of all County-owned vehicles and equipment.

Welds using electric and acetylene welding equipment.

Conducts state inspections and county emissions tests on County-owned vehicles.

Answers telephone status checks and responds to radio calls for questions and assistance.

Retrieves computerized vehicle records and work orders; completes automotive repair work orders.

Orders parts and coordinates part needs with the warehouse.

Mechanic II (in addition to the duties described above):

Performs journey-level mechanical work on a wide variety of diesel powered vehicles and equipment, heavy duty gasoline vehicles, pickups, cars, light duty equipment, and related systems.

Diagnoses and repairs computer systems, fuel injection systems, carburetor systems, hydraulic systems, brake systems, electrical systems, suspension systems, and cooling systems of County equipment.

Overhauls gasoline and diesel engines, transmissions, front and rear differentials, transfer cases, and gear boxes.

Performs major tune-ups of County vehicles.

Road tests County vehicles to ensure proper completion of repair.

Keeps current on automobile computer system technology.

Machines parts, brazes, and welds intricate equipment, snow plows, graders, and special projects for County use.

Modifies and fabricates special equipment to meet needs of various County departments.

Performs body work on County vehicles and equipment including replacement of body parts, repairing fiberglass, sanding, and painting.

Assists supervisor in training and in monitoring repair and maintenance activities.

Analyzes, diagnoses, removes, assembles, adjusts, and replaces defective parts or sub-assemblies.

Analyzes, designs, and fabricates a variety of fences, gates, pipes, parts, and equipment for County use.

Responds to emergency situations on an on-call basis as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Mechanic Assistant:

Knowledge of: hazardous chemical handling procedures; procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles; occupational hazards related to mechanical repairs.

Skill in: operating a forklift, other motorized equipment and various hand, pneumatic, and power tools.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; follow verbal and written instructions; read, write, and perform basic math calculations; coordinate multiple tasks efficiently.

Mechanic I (In addition to the knowledge, skills, and abilities described above):

Knowledge of: electrical repair and reading schematics.

Skill in: utilizing diagnostic equipment, emission testing equipment and computer testing activities; using cutting torches and welding equipment; word processing and basic computer programs.

Mechanic II (In addition to the knowledge, skills, and abilities described above):

Knowledge of: on-board automobile computer systems.

Skill in: composing documents when assigned; the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to electrical, emission and mechanical repairs.

PHYSICAL DEMANDS

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 80 pounds; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; and communicates via radios.

Occasionally: ascends or descends ladders, scaffolding, ramps, poles, and the like; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces;

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in a partially environmentally controlled building but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work exposes incumbent to moderate to loud noise, to hazardous chemicals, and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles, and gloves.

EDUCATION AND EXPERIENCE

Mechanic Assistant: a high school diploma or equivalent and six (6) months of formal work experience performing basic automotive maintenance duties OR completion of a one year certificate program related to mechanics or service work.

Mechanic I: completion of a one year certificate program related to mechanics or service work and two (2) years of formal work experience performing automotive mechanical repair activities. Other equivalent combinations of related education and experience totaling three years such as an associate's degree and one year of experience or a high school diploma and three years of experience may also be considered.

Mechanic II: an associate's degree related to automotive or diesel mechanics and four (4) years of formal work experience performing automotive mechanical repair activities. Other equivalent combinations of related education and experience totaling six years such as a one year certificate program and five years of experience or a high school diploma and six years of experience may also be considered.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Mechanics may be required to provide basic automotive repair tools as a condition of employment. Selected applicants may be subject to a background check.

Mechanic Assistant: applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbents must obtain, and thereafter maintain, certification as a Forklift Operator during the probationary period for new hires or during the trial period for County employees promoted into this classification.

Mechanic I: applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbents must obtain, and thereafter maintain, a Utah State Inspection License, a Utah County Emissions License, certification as a Forklift Operator, and a valid State of Utah class B Commercial driver's license during the probationary for new hires or during the probationary period for County employees promoted to this classification through a competitive recruitment process. County employees being reassigned, transferred, or promoted through career ladder advancement to this classification must possess said certifications and licensure upon reassignment, transfer, or career ladder advancement.

Mechanic II: applicants must possess, and if selected maintain, a Utah State Inspection License, a Utah County Emissions License, certification as a Forklift Operator, and a valid State of Utah class A Commercial Driver's License with T endorsements.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.